

**FEBRUARY 2011**

**STATE OF CALIFORNIA
DEPARTMENT OF CONSUMER AFFAIRS
BUREAU OF AUTOMOTIVE REPAIR**

FACT SHEET

ADDRESS, BUSINESS NAME, AND CORPORATE OFFICER CHANGES

When address, business name and corporate officer changes occur, the Bureau of Automotive Repair (BAR) requires Automotive Repair Dealers (ARDs) to submit these changes in writing. The changes and requirements are as follows:

Address Change

California Code of Regulations section 3303.3(1) states that each registrant or licensee must have his or her correct mailing and street address on file at BAR. A registrant or licensee must notify BAR within 14 days of any changes in the mailing or street address, giving both the old and new address. If you own an ARD and are changing the business address, you must submit, in writing, the old and new address to BAR. If you own a Smog Check station, you must also submit in writing the old and new address to BAR. The station owner will be contacted by a BAR representative for an inspection of the new location.

Business Name Change

If you are changing the name of your business, you must submit, in writing, the new business name to BAR. However, if your business is a corporation and both the corporation name and the corporate number have changed, you must submit a new ARD application. If only the corporation name has changed, submit, in writing, the new corporation name to BAR.

Corporate Officer Change

If your business is a corporation and you are simply changing an officer of the corporation, you must submit, in writing, the new officer name to BAR.

Who to Contact

If you have any questions regarding requirements, please contact the BAR Licensing Unit at 916.255.3145 or www.barlicensinginfo.ca.gov or contact the Department of Consumer Affairs' Consumer Information Center at 800.952.5210. BAR forms and applications are available at www.smogcheck.ca.gov.